

Maryellen O'Shaughnessy Franklin County Clerk of Courts Case Information Online Civil CIO Manual

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The user will be asked to accept the Internet Usage Disclaimer before accessing any information on the Case Information Online. (CIO)



Case Information Online (CIO)

Internet Usage Disclaimer

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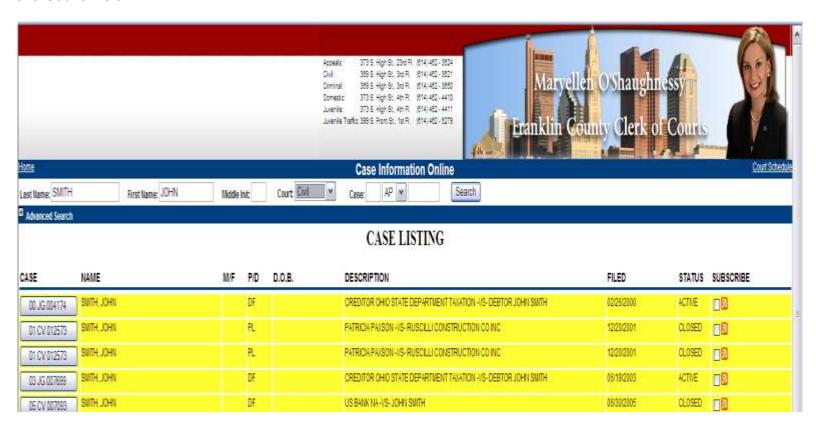
Have you read, understood, and agreed to the terms of the Conditions of Use and Privacy Policy?



Case Information Online Guide (Civil)

Query by Name

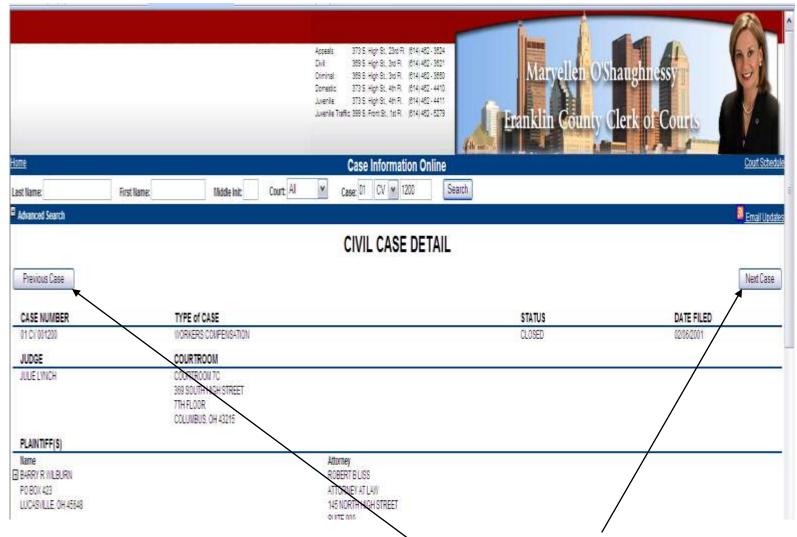
If searching by name, you may enter the Last Name only. The search results can be further narrowed by also entering the "First Name" and "Middle Initial". You may also narrow the search by selecting Civil in the Court Field.



Query by Case Number

If searching by Case, enter the case number in the following format: **01 CV 12573.**

- o **01** is the year the case was filed (2001)
- CV is the abbreviation for "Civil"
 - **EX** = Execution
 - **JG** = Judgments
 - **LP** = Lis Pendens
 - MS = Miscellaneous
- o **1200** is the sequence number of the case

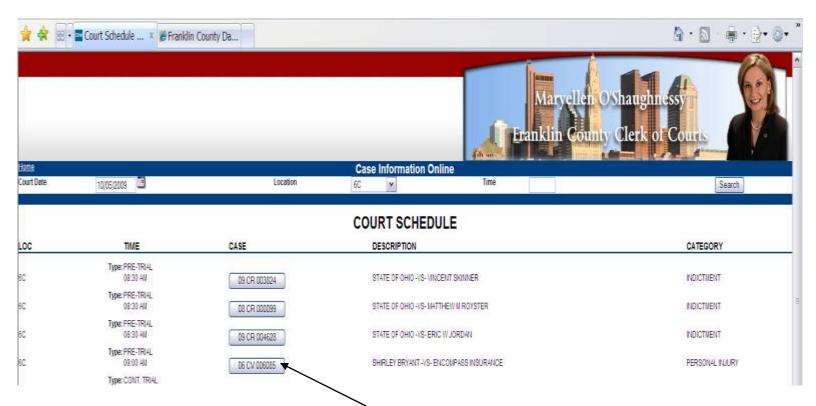


In the Case Detail screen you can select either the "**Previous Case**" or the "**Next Case**" button to view other cases.

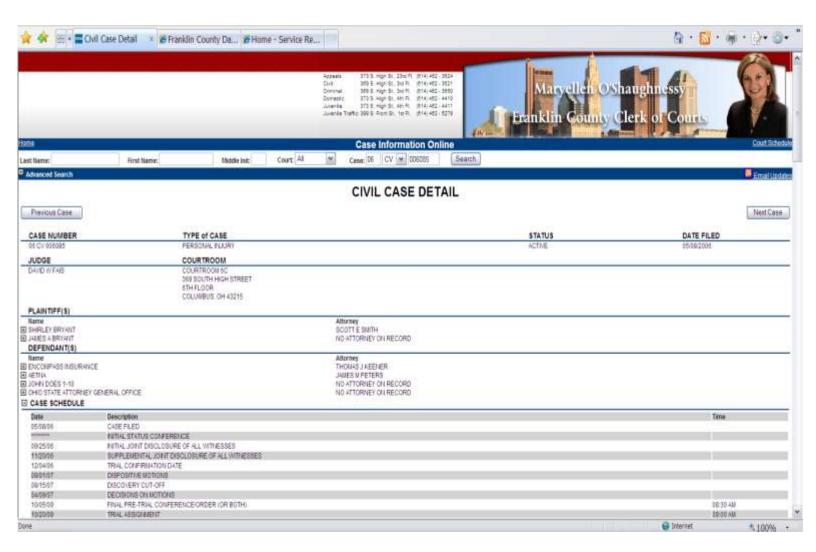
Query by Court Schedule



If you know the specific courtroom where the case will be heard, you may click on "Court Schedule". Enter the Court date or Location and click "Search" to return the data. You can also narrow your search by entering the Time of the hearing.



To view a specific case, click the link of the **Case Number**. This will take you to the Detail of that specific case. See screen shot below.

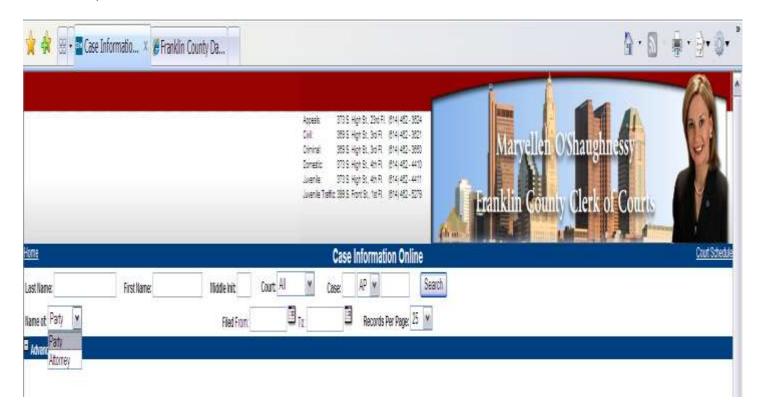


Select the back the button and that will return you back to the Court Schedule.

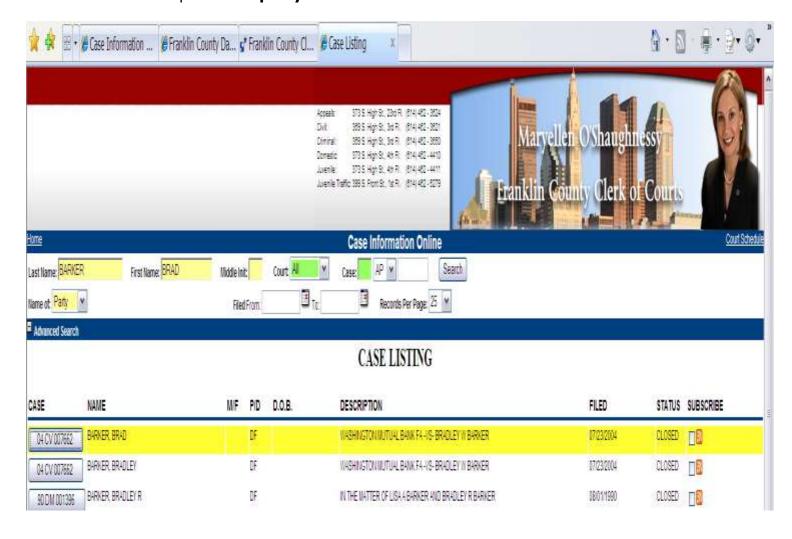


Advanced Search allows the user to query on:

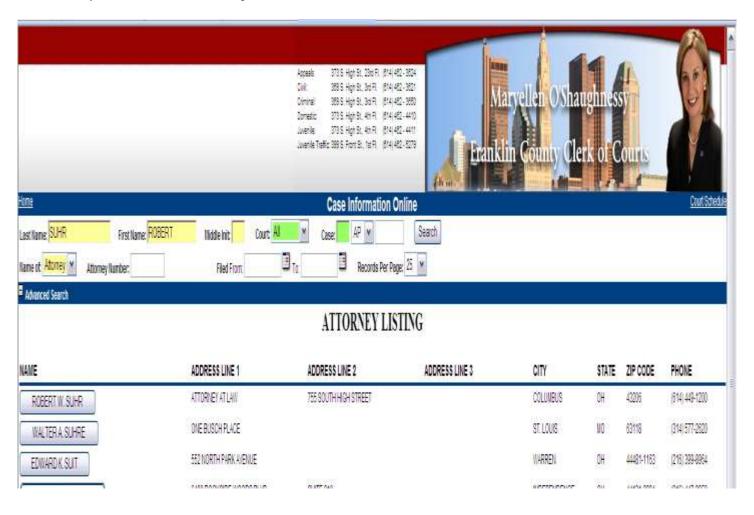
- o Party Name
- o Attorney Name or Supreme Court Number
- 25 to 350 Records per search (narrowing search)
- Specific dates



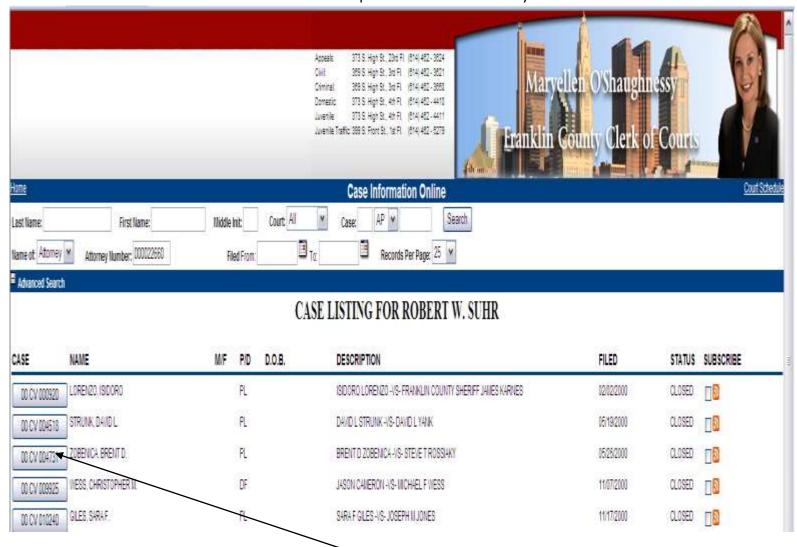
The screen below is an example of a returned record set. The record highlighted in yellow is an exact match of the search request for a **party** in the **"Advanced Search"**.



The screen below is an example of a returned record set. The first record listed is an exact match of the search request for an **attorney** name in the **"Advanced Search"**.

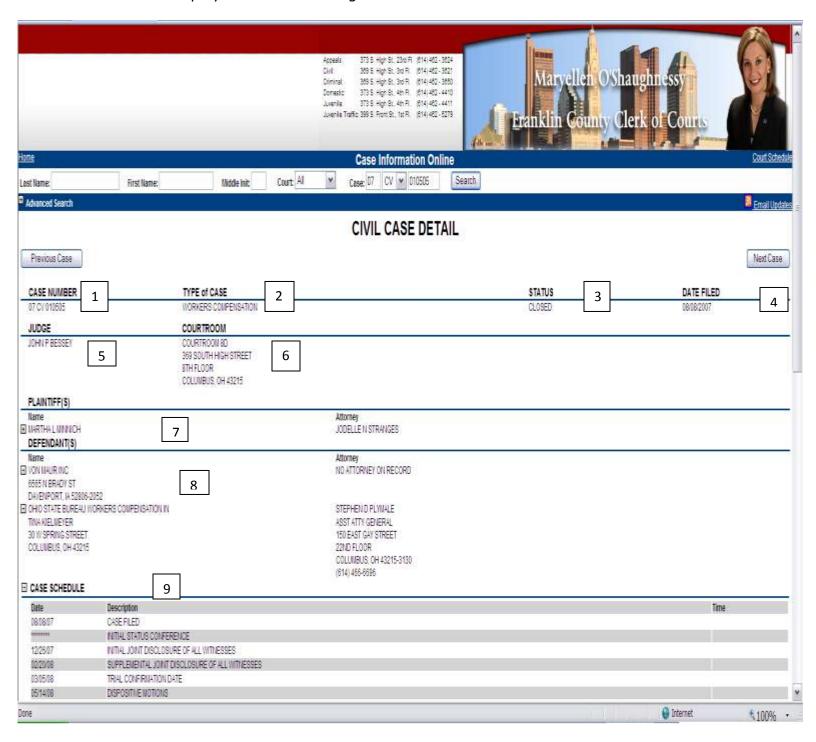


The screen below is an example of **Attorney Number** search (Supreme Court #) in the **"Advanced Search"**. The records listed are all the cases upon which the attorney is listed.



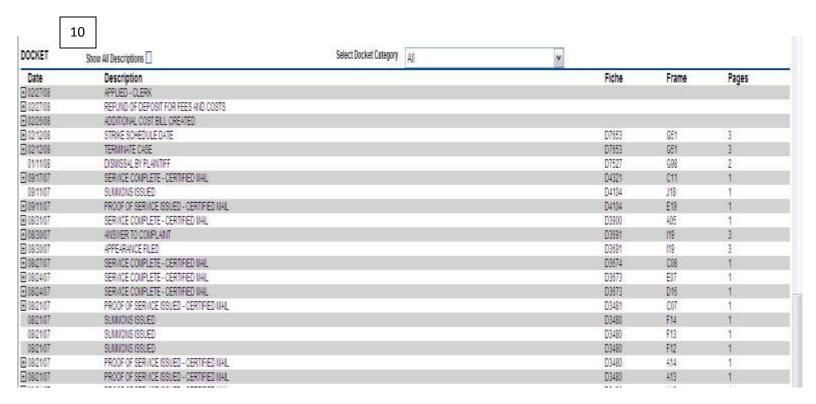
To view a specific case, click the link of the **Case** number in the first column.

Civil Case Detail is displayed in the following format:



- 1. Case numbers follow this format: 07 CV 010506
 - **07** indicates the year the case was filed (2007)
 - CV indicates a Civil case
 - **010506** is the sequence number of the case
- 2. **Types of Civil Cases**: Foreclosures, Judgments, Workers Compensation, Lis Pendens and Miscellaneous.

- 3. Case **Status** is either Active or Closed.
- 4. The **Date** the case was filed.
- 5. The **Judge** assigned to the case.
- 6. The Judge's **Courtroom**.
- 7. Name and address of **Plaintiff** (party that initiates the case) and Plaintiff's **attorney**.
- 8. Name and address of **Defendant** (party that the case is filed against) and Defendant's **attorney**.
- 9. The **Case Schedule** lists Hearing dates, filing deadlines, et cetera. These dates are determined according to case type.



10. The Case **Docket** provides an ongoing record of all documents filed in the case. The docket can be queried by the specific Date or by a specific Docket Category.

The list below shows all of the **docket categories** available, to narrow your search.



Any docket line may be expanded by clicking the **(+)** sign on the left of each docket line, or by checking the "Show All" box on the top of the docket listing. This will allow the user to see all of the available detail for that listing.

+	06/10/05	ADDRESS MAINTENANCE
+	06/10/05	REQUEST FOR SERVICE - ORDINARY MAIL
+	06/10/05	INSTRUCTIONS FOR SERVICE
+	06/10/05	ADDRESS MAINTENANCE
+	10/16/03	PROOF OF SERVICE ISSUED - ORDINARY MAIL
_	10/16/03	PROOF OF SERVICE ISSUED - ORDINARY MAIL
	10/16/03	PROOF OF SERVICE ISSUED - ORDINARY MAIL
	10/14/03	ORIGINAL COPY OF FINAL APPEALABLE ORDER NOTICE FILED
	10/14/03	ORIGINAL COPY OF FINAL APPEALABLE ORDER NOTICE FILED
Ξ	10/10/03	REQUEST FOR SERVICE - ORDINARY MAIL
	NAME:	TWIN VALLEY PSYCHIATRIC
	PLNTIF/DEFNDT IND:	N
	SERVICE ITEM DESC:	PLEADING
	ADDRESS:	DAS PAYROLL 30 E BROAD STREET COLUMBUS, OH 43266-0405
	ATTORNEY NAME:	CSEA ADMIN REVIEW
	ATTORNEY ADDRESS:	ADMIN REVIEW AND HEARING 80 EAST FULTON STREET COLUMBUS, OH 43215-5147 (614) 462-3275
	NOTICE PRINT DATE:	10/15/03
	NOTICE MAIL DATE:	10/10/03
	FORM 1,NTC	
+	10/10/03	INSTRUCTIONS FOR SERVICE
+	10/10/03	ADDRESS MAINTENANCE